

**State of Utah, Department of Workforce Services
Wasatch North Regional Council Meeting Minutes
Ogden Employment Center, 480 27th Street
Wednesday, March 8th, 2006
7:30 A.M. to 9:00 A.M.**

Attendees:

Kathleen Alder	Alder & Associates
Cecily Davis for Brent Petersen	Davis Applied Technology College
Randy Hopkins	State of Utah, Department of Workforce Services
Gary Knapp (Chair)	Enable Industries
John Petroff	J.P.'s #1 American Car Care
Cecil Robinson	State of Utah, Juvenile Justice Services
Tommy Smith	State of Utah, Division of Rehabilitation
Lynette Stevens	Council Member, Morgan County
Toni Ure (Vice Chair)	Chromalox
Charlee Wallace	Manpower
Randy Welsh	Utah Transit Authority

Excused:

Sharon Anderson	Family Connection Center
Byron Beck	Browning, Morgan County
Pamela Clark	Family Support Center of Ogden
Commissioner Craig Dearden	Weber County Commission
Paul Evans	Harmony Home Health & Hospice
Larry Facer	Plumbers Local 348
Melissa Freigang	Clearfield Job Corps Center
Colleen Gudreau	Hill Air Force Base
Mike Hadley	Wells Fargo, Davis County
Steven Hoellein	Felt Auto Parts
Jodi Lunt	Davis County School District
Commissioner Carol Page	Davis County Commission
David Peterson	Ogden-Weber Applied Technology College
Julie Snowball	Weber State University
Karen Thurber	Neighborhood Development Division
Mike Valdez	Valdez Machining
Kathy Worley	Ogden Clinic

Department of Workforce Services Staff:

Lesnie Foster	Employment Counseling Program Specialist
Tara Connolly	W.I.A. Training Provider Program Specialist
Andrea Graham	Ogden Eligibility Service Center Manager
Debbie Herr	Regional Program Manager
Gary Kennison	Business Services Program Specialist
Kathleen Leiker	South Davis Employment Center Manager
Greg Paras	Roy Employment Center Manager
Carrie Peterson	Administrative Secretary
Koral Vasquez	Ogden Employment Center Manager
Susan Wright	Regional Council Liaison

1. **Welcome**

Gary Knapp, Wasatch North Regional Council Chair, called the meeting to order and welcomed all Council members, and Department of Workforce Services (D.W.S.) staff to the meeting.

The quorum for the meeting was not established with sufficient attendance of voting council members to carry action items and motions.

Action: Susan Wright, D.W.S. Regional Council Program Specialist, will poll Council members on action items and motions.

Action Completed: The following additional Council members voted yes on the required agenda items, resulting in passage on all items:

Byron Beck
Tommy Smith
Commissioner Craig Dearden
Brent Petersen
Karen Thurber
Melissa Freigang
Steven Hoellein

2. **Consent Calendar Action Items**

Gary Knapp called for a motion to approve the minutes from the January 11th, 2006 meeting.

Action: Kathleen Alder made the motion, Lynette Stevens seconded, and the Council members in attendance voted to approve the meeting minutes.

Tara Connolly, D.W.S. Program Specialist for W.I.A. Training Providers, offered an overview of the changes that have occurred in the vendor application process. She noted that the State of Utah is a single service delivery area provider and that the process has been for training provider applications to be reviewed by D.W.S. regional staff representatives before presenting the applications to the Regional Councils for approval or denial. As a result, providers went “region shopping”. The providers were confused regarding who to contact within the individual regions, and whether or not they had to apply in all regions. On February 1st, 2006 there was standardization with the process as Tara will be the D.W.S. staff person designated to receive vendor applications. Vendor application forms will be changed to enhance the business information that is collected. An additional change will be the acceptance of vendors, which have been approved by other State agencies, such as the Utah State Office of Rehabilitation (U.S.O.R.) and Education, to reduce duplication and to simplify the application process for the vendors. Tara noted that each region was following a different process and D.W.S. will use the same standard as U.S.O.R. and the Consumer Protection Agency.

Gary Knapp commented that it will now be more difficult for vendors to go “region shopping”, but then asked if it would still be possible for vendors to go “agency shopping”?

Tara responded that the D.W.S., U.S.O.R., and Education now have a consistent process.

Gary Knapp summarized Tara’s report by explaining that the process is now consistent throughout the state.

Gary Knapp reported that the Wasatch North Regional Council’s Executive Board made the decision not to approve the vendor application for Certified Careers Institute (C.C.I.) for a new Massage Therapy program based on the labor market wage of \$7 per hour for a massage therapist.

Tara presented the vendor application for the Sunset Fire and Rescue Academy. The provider is affiliated with Sunset City. The Sunset Fire and Rescue Academy provides the customer with a program that offers certification at the completion of the program, and makes the customer certifiable to be hired. The program will meet the State program certification requirements. The Academy certification program can meet the growth of future needs. Students who complete the program will be certified by the State. The labor market supports this profession with a \$15.30 median wage per hour for the Ogden area. For program completion to occur, customers must complete the course work and obtain certification.

The Executive Board members reviewed the vendor application in its entirety at the last meeting. The Executive Board members agreed that \$800 per student is a reasonable amount of money to invest for training. The program completion rate is 60% and the placement rate is 82%. The Executive Board made a motion to approve the vendor application for the Sunset Fire and Rescue Academy and present the motion to the Regional Council for vote.

Gary Knapp called for any comments and a motion to approve the vendor application for the Sunset Fire and Rescue Academy.

John Petroff commented that Sunset City has only one full-time Fire Department employee who works as the Fire Chief.

Tara reported that the training that will be offered is a statewide recognized training.

Action: Charlee Wallace made the motion, Randy Welsh seconded, and the Council members in attendance voted to approve the vendor application for the Sunset Fire and Rescue Academy.

3. **Task Force Reports**

A. Community Building and Families

No update was provided.

B. Training Employers and Marketing Task Force

Randy Welsh, task force member, reported that he attended the meeting on February 8th at the Davis Applied Technology College. The focus of the meeting was the "Ready to Work" training program that would educate potential employees of the skills employers will be looking for.

In order to have the Work Readiness curriculum endorsed by D.W.S. it must include the following components and proficiencies:

- Operating Equipment – Basic Computer Skills
- Communication Skills
- Customer Service
- Life Skills
- Teamwork
- Professional Skills
- Time Management
- Pre-Employment Skills
- Basic Math / Reading Skills (may be offered as a stand-alone course and can be certified independently from soft-skill components)

The skills that were noted by employers as the necessary skills employees need to maintain employment.

The task force is working with the D.A.T.C. to provide certification on a regional basis, and possibly on a state basis.

Cecily Davis added that the task force looked at the classes offered at the D.A.T.C. as some of the courses are already offered.

Janeece Black, of the D.A.T.C., will be working with Cory Olsen, D.W.S. Business Consultant, to talk about merging the job skills into the Ready to Work program.

Gary Knapp noted that he is hoping the D.A.T.C. can provide some leadership for the Ogden Weber A.T.C. with the implementation of the program.

Randy Welsh explained that the task force is planning a presentation to bring all the pieces of the Ready to Work Program into place.

Action: Lynette Stevens made the motion, Kathleen Alder seconded, and the Council members in attendance approved the Training Employers and Marketing Task Force Update.

4. **Regional Youth Council Report**

Cecil Robinson, Youth Council Chair, reported the following;

- Marie Christman replaced Jan Zogmaister as the State Youth Council Chair.
- Keith Gable is the new program Director for Futures Through Training.
- The D.W.S. audit that was conducted last year of the W.I.A. Youth Services provider (F.T.T.) found some concerns regarding eligibility. Lesnie Foster, D.W.S. Program Specialist, and Julie Anderson, D.W.S. Program Specialist, have been working with F.T.T. to correct the issues that were identified in the audit. F.T.T. is currently serving 437 youth, and there is a waiting list for the Summer Youth Program. The F.T.T. program is working at capacity, and will wait until July for program funding to enroll additional youth.
- F.T.T. has changed the youth incentive program, which included shifting funds between the categories. The incentive plan changes were approved by the Youth Council. The topic of shifting funds for programs will be discussed at the next Youth Council meeting.
- The F.T.T. Leadership Development Project has been accepted by the Youth Council. The project will occur May 10th. F.T.T. case managers will help the youth to plan a Leadership Development Project as a "Family Fun Day". They will partner with homeless shelters, schools, and other agencies to organize a clothes / food / toy drive for needy families. They will be compiling a list of 25 families to help.
- The W.I.A. Youth Priority Point System has been adjusted to serve the absolute most needy youth in the community. The system will be used to determine the youth's eligibility for the program. The out-of-school youth, and offenders have identified as the youth groups to be targeted by the Feds. The youth must have at least five points to be eligible for the W.I.A. Youth Services program. Those youth at the highest risk will be enrolled into the W.I.A. program. The Feds have very stringent mandates and the Youth Council and D.W.S. will be working to help F.T.T. be successful in meeting them.
- F.T.T. has been meeting the Youth Council's request that they provide success stories about the youth in the program at each of the Youth Council meetings.
- The W.I.A. Youth Services contract has been extended through August to allow the vendor the opportunity to meet the federal performance outcomes.
- The R.F.P. for W.I.A. Youth Services will be announced for the contract renewal.
- The people who are working with youth would like D.W.S. to find employers who would work with the youth enrolled in the program.

Action: Randy Hopkins has taken this as an action item for the Department.

- Gary Kennison, D.W.S. Program Specialist, showed those in attendance how to access the D.W.S. web page "Youth-link" that lists the specific employers that hire youth and lists the jobs available to youth. Council members were shown how they can access job listings based on minimum age requirements.

Action: Randy Welsh made the motion to vote to approve the Youth Council's report. Lynette Stevens seconded, and the Council members in attendance voted to approve the Youth Council's report.

5. **Strategic Planning Session**

Gary Knapp reminded Council members about the upcoming Strategic Planning Session to be held on May 3rd, 2006 at the Davis Applied Technology College in Kaysville from 8:00 A.M. to 1:00 P.M. Lunch will be provided.

Pam Gardiol, of Gardiol and Associates, will be facilitating the planning session.

6. **Regional Director's Update**

Randy Hopkins acknowledged and thanked all Wasatch North Regional Council members for their support of the task forces and the full Council.

Randy Hopkins noted that he was looking forward to attending the R.F.I. meeting for W.I.A. Youth Services, as the agencies will be preparing to bid on the Youth Services contract. Futures Through Training has expressed their interest in bidding on the contract.

D.W.S. Executive Management has been addressing efficiencies and new pathways to eliminate duplication and to generate cost savings. It is expected that Executive Management will continue to look at ways to serve customers with less funding. The Department is 90% federally funded, and 10% state funded. The Department received most of the funding they requested from the legislature for the year. The Food Stamp Program administration funding was approved. Not all General Assistance (G.A.) funding was approved. The Department will need to look at how they will continue to administer the programs with less funding.

Gary Knapp asked about the money that was awarded to the Department for the reduction of out-of-wedlock teen pregnancy.

Randy responded that the funds were used as incentive awards for employees.

Randy informed the Council that the departmental savings from the Unemployment Program was used to develop the CUBS program. Utah used \$40m of totally saved dollars to develop the program. Most other states have had to ask for federal grants to develop the changes in their software programs.

Randy Hopkins reported that he visited Florida to see how they are handling the face-to-face waiver. They are using the traditional public assistance program. Florida has cut their staff by 50%. This has been accomplished by using community partners (hospitals, churches, health clinics) that are helping customers complete their applications. The two considerations that drove Florida to make these changes, were 1) Jeb Bush, Florida Governor, looking at privatizing the welfare programs, and 2) the consequences of the hurricanes. The community partners are provided with computers to complete the initial application, and final eligibility is determined by the Department workers.

These reductions in staff are not being looked at for Utah. However, it does force the point for the Department to look at how they will be doing business in the future. Randy will keep the Council informed as the strategic plan for the Department is developed.

Randy noted that Florida staff are proud of the changes they have made as they proved that State workers could do the job as well as privatized employees.

Randy explained that as the population for Utah continues to grow and the Department will not be gaining additional staff to administer the programs. Randy expects that the Department will develop a long-term strategic plan to meet the needs of customers with less funding.

7. **Subscription Information**

Gary Kennison, D.W.S. Business Consultant, provided a presentation through the D.W.S. "jobs.utah.gov" link to the subscriptions that are available to employers. Gary will send all Council members the e-mail address to access the publications that will be available through the Department. The website will include jobs fair announcements, employer workshops, and information relative to the employers.

Gary asked the Regional Council members to provide their feedback on what they would recommend to be included on the Departmental subscription information that is available on the website.

Employer seminars will be offered as workshops to assist employers. Event flyers and speaker information will be available on the website. Notice of the events will be posted a month in advance. Gary noted that if Council members are interested in being e-mailed the notice of the Employer Seminars they can subscribe to the website. Gary added that the events are listed statewide and that Council members may attend the events at the location of their choice.

Job Fairs information will be posted to the website. If the Council members are interested in participating in the event, they may contact Gary Kennison.

The Employer Newsletter has been changed to focus of "here is what is coming up". Employers will be sent the newsletter on a quarterly basis.

8. **Other Business**

Gary Knapp asked if the Council had any other business to address.

Charlee Wallace announced that Manpower, Workers Compensation Fund, and Utah Manufacturers Association will be sponsoring a "How to Train, Develop, and Communicate with Foreign-Born Workers" round table event Wednesday, March 15th from 8:30 a.m. to 10:30 a.m. at the W.C.F. Building located at 392 East 6400 South in Salt Lake City.

9. **Public Comment**

No general public representatives or non-members of the Regional Council attended the meeting.

10. **Adjourn**

The meeting was adjourned at 9:15 a.m.